

MADERA COUNTY

ASSESSMENT CLERK I ASSESSMENT CLERK II

DEFINITION

Under supervision (Assessment Clerk I) or general supervision (Assessment Clerk II), to prepare, process, and maintain assessment roll information; to perform a variety of office assistance and receptionist assignments; and to do related work as required.

SUPERVISION EXERCISED

Assessment Clerk I

Exercises no supervision.

Assessment Clerk II

May exercise technical and functional supervision to community service workers.

DISTINGUISHING CHARACTERISTICS

Assessment Clerk I--This is the entry level in the Assessment Clerk class series. Positions at this level usually perform most of the duties required of the positions at the Assessment Clerk II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Assessment Clerk II--This is the full journey level in the Assessment Clerk class series. Positions at this level are distinguished from the Assessment Clerk I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level are expected to perform assessment roll maintenance assignments with minimal guidance and supervision. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Assessment Clerk II level are normally filled by advancement from the Assessment Clerk I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Assessment Clerk II level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs assignments in the preparation, processing, and maintenance of assessment roll information; checks newly recorded deeds for exemptions and adjustments; updates exemption affidavit information; prepares affidavits for distribution and filing; assists with the review of returned affidavits for complete information; prepares assessment roll corrections; investigates allowable exemptions on multiple claims listings; gathers, maintains, and updates personal property information for the unsecured roll; maintains and updates information on businesses; distributes and receives business property statements; makes additions, deletions, and corrections to assessment rolls; codes exemptions for data processing; prepares magnetic tapes for back-up and transmission of information to various agencies; gathers, logs, and completes reports for the Auditor/Controller; collects payment for maps and information and forward monies to the Treasurer; reads deeds and researches problems before final processing; may greet office visitors and answer the telephone, providing information and referring calls and visitors to others; takes and transmits messages; receives, sorts, and distributes mail; maintains inventories of informational material; types and proofreads documents and materials; tabulates data; performs a wide variety of office assistance and general clerical assignments; operates office equipment including a computer terminal or personal computer; receives and processes monthly Department of Motor Vehicles Vessel Report; corrects computer printouts of mismatched Family Group numbers.

OTHER JOB RELATED DUTIES

Assists in designing new forms; may supervise community service workers; performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Assessment Clerk I

Knowledge of:

Record keeping principles and practices.
Modern office practices, methods, and computer equipment.
Proper English usage, spelling, grammar, and punctuation.
Basic mathematics.

Skill to:

Operate modern office equipment including computer equipment.
Type at a rate of 40 words per minute from clear, legible copy.

Ability to:

Learn to perform a variety of office assistance assignments in the County Assessor's Office.
Learn and apply the policies and procedures of the County Assessor's Office.

Ability to:

Assist with correspondence and reports.

Follow oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One year of office assistance experience involving public contact and record keeping.

Training:

Equivalent to the completion of the twelfth grade.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Assessment Clerk II

In addition to the qualifications for an Assessment Clerk I:

Knowledge of:

Pertinent Federal, State, and local laws, codes, and regulations including those governing the preparation and maintenance of assessment roll information.

Procedures for processing deeds, legal descriptions, parcel maps, and property transfers and splits.

Operations and policies of the County Assessor's Office.

Ability to:

Read and interpret property deeds, abstracts, and related information.

Maintain current and accurate assessment/tax roll information.

Independently perform a variety of office assistance assignments in support of the County Assessor's Office.

Ability to:

Provide assistance with questions concerning assessments, exemptions, and property information to other staff and the public.

Use good judgment in applying the policies and procedures of the Assessor's Office.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One year of work experience comparable to that of an Assessment Clerk I with Madera County.

Training:

Equivalent to the completion of the twelfth grade.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995